

February 28, 2005

Departmental Circular Number 05-01

TO: All Department Heads

FROM: Kathleen N. A. Watanabe, Director /s/ Kathleen N. A. Watanabe

SUBJECT: Amendments to the Compensation Plan

Please amend your copy of the State of Hawaii's Compensation Plan dated July 1, 2004, as follows:

PART I - WHITE COLLAR

- 1.700 Delete Public Lands Document Review Clerk, effective 10/20/04
- 1.837 Change BU only for School Adm Svcs Asst I from BU-03 to BU-04, effective 7/15/02
- 1.839 Change BU only for School Adm Svcs Asst II from BU-03 to BU-04, effective 7/15/02
- 1.840 Change BU only for School Adm Svcs Asst III from BU-03 to BU-04, effective 7/15/02
- 1.842 Change BU only for School Adm Svcs Asst IV from BU-03 to BU-04, effective 7/15/02
- 2.002 Change effective date only for Professional Worker III, from 3/24/04 to 8/16/03
- 2.109 Add Airport Operations Duty Mgr, SR-26, BU-73J, EEO:B, FLSA:N, effective 11/1/02
- 2.110 Delete Airport Services Supervisor, effective 12/17/04
- 3.099 Add Child/Adult Protetv Svcs Spclt, SR-23, BU-13, EEO: B, FLSA: N, effective 5/1/04
- 3.100 Add Child/Adult Protetv Svcs Supvr, SR-25, BU-23, EEO: B, FLSA: E, effective 5/1/04

PART III - EMCP

- 17.846 Add Chief Special Investigator, EM-07, BU-35 (HJ), EEO: A, FLSA: E, effective 11/16/03

AMENDED CLASS SPECIFICATIONS/MINIMUM QUALIFICATION SPECIFICATIONS

- 6.279 School Based Occupational Therapy Assistant (E)
- 6.280 School Based Occupational Therapy Assistant (FP)
- 6.311 School Based Physical Therapist Aid
- 6.312 School Based Physical Therapist Assistant (E)
- 6.313 School Based Physical Therapist Assistant (FP)
- 8.472 Plant Quarantine Inspector I, Part II only
- 8.474 Plant Quarantine Inspector II, Part II only
- 8.476 Plant Quarantine Inspector III, Part II only
- 8.478 Plant Quarantine Inspector IV, Part II only
- 8.480 Plant Quarantine Inspector V, Part II only
- 8.482 Plant Quarantine Inspector VI, Part II only
- 17.650 State Laboratories Administrator, Part I & II

The effective dates of all transactions resulting in the assignment of classes to salary ranges are subject to certification as to the availability of funds by the Director of Budget and Finance. Moreover, departments affected by such actions are required to comply with instructions issued by the Department of Budget and Finance as to how to compute and report the additional cost resulting from the actions taken.

The compensation of incumbents of positions in each class on which action is taken will be computed in accordance with existing laws, rules and regulations concerning compensation. Departments are requested to notify incumbents affected by changes in the Compensation Plans.